

**Division of Agricultural Sciences and Natural Resources  
Reappointment, Promotion, and Tenure Committee Bylaws**

**Sec. 1. Purpose**

The purpose of the Division of Agricultural Sciences and Natural Resources (DASNR) Reappointment, Promotion, and Tenure (RPT) Committee is to assist DASNR administration and faculty in assuring clarity and fairness of procedure in the RPT process. In this capacity, the DASNR RPT Committee will serve as the College-Level Committee as outlined in OSU Policy 1-0902 *Reappointment, Promotion, and Tenure for Ranked Faculty*. Because some DASNR faculty hold majority academic appointments in departments within other colleges, RPT matters with regard to these faculty shall be directed by RPT guidelines developed by the Faculty Governance Council and approved by the respective college.

**Sec. 2. Membership and Structure**

1. **Departmental representatives.** The DASNR RPT Committee will consist of one elected representative from each academic department within DASNR. Requirements of departmental representatives to the DASNR RPT Committee are:
  - a. Departmental representatives must be a tenured faculty member in the department where they hold majority academic appointment.
  - b. Departmental representatives should hold the rank of Professor. In the event a department does not have a faculty member at the rank of Professor or does not have a faculty member holding this rank and willing to serve, an Associate Professor can be elected to serve as the departmental representative to the DASNR RPT Committee.
  - c. DASNR RPT Committee members will only participate in discussion or vote on RPT actions at or below their current rank (i.e. Associate Professors will only participate in actions at the Associate level or below).
  - d. Departmental representatives will not participate in discussion or vote on RPT actions from the department in which they hold majority appointment.
  
2. **Election of representatives.** Members of the DASNR RPT Committee shall serve three-year terms according to the following guidelines:
  - a. The first election of DASNR RPT Committee departmental representatives will occur no later than November 25, 2014. Subsequent elections shall occur no later than May 31 each year and members' terms will begin on July 1 of that same year.
  - b. Departmental representatives will be elected by the academic department based on departmental bylaws. If departmental bylaws do not address election of a DASNR RPT Committee member, the following procedure is to be followed:
    - i. Department Heads will solicit nominees from faculty within the respective department. All nominated individuals meeting the requirements stated in Section 2.1 shall be placed on the ballot for departmental representative to the DASNR RPT Committee, barring withdrawal of a nomination or unwillingness of the nominee to serve.
    - ii. Elections shall be conducted via secret or online ballot. If no nominee receives more than 50% of votes, a runoff election between the two nominees with the greatest number of votes will be held.
  - c. Initially, all members of the DASNR RPT Committee will begin terms simultaneously. Approximately one-third of the DASNR RPT Committee will be replaced or reelected each subsequent year according to the following three-year cycle:

- i. Year one
      - 1. Horticulture and Landscape Architecture
      - 2. Agricultural Communication, Education and Leadership
      - 3. Natural Resources Ecology and Management
    - ii. Year two
      - 1. Agricultural Economics
      - 2. Entomology and Plant Pathology
      - 3. Plant and Soil Sciences
    - iii. Year three
      - 1. Biochemistry and Molecular Biology
      - 2. Biosystems and Agricultural Engineering
      - 3. Animal Science
  - d. Faculty members holding 30% or more administrative appointment cannot serve on the DASNR RPT Committee.
  - e. Any member of the DASNR RPT Committee may resign without prejudice at any time during his/her term of office.
  - f. In the event of a vacancy on the DASNR RPT Committee, the corresponding department will elect a new representative to serve the remainder of the departing member's term. Elections will proceed according to schedule thereafter.
  - g. In the event two departments merge, DASNR RPT Committee members from the merged departments will complete the remainder of their elected terms. After the completion of existing member terms, elections for DASNR RPT Committee member from the merged department will proceed according to schedule.
  - h. In the event of the formation of a new DASNR department, a representative to the DASNR RPT Committee will be elected to a three-year term according to section 2.2b.
3. **Leadership.** DASNR RPT Committee leadership will be elected by the committee from current committee membership during the first fall meeting (usually in September) of the DASNR RPT Committee. This meeting will be organized and led by the previous year's vice-chair. Committee leadership will consist of a chair, vice-chair, and secretary. If committee composition allows, preference will be for the chair to be elected from those serving the third year of their term and the vice-chair elected from those serving the second year of their term.
- a. Chair responsibilities will include but not be limited to:
    - i. Scheduling date, time, and location of meetings;
    - ii. Coordinating timely review of RPT documentation to ensure that sufficient time is allowed for review by committee members while adhering to schedule limitations dictated by the overall RPT process;
    - iii. Assignment and division of tasks among committee members;
    - iv. Communication of committee activities and committee concerns with DASNR administration;
    - v. Organization and oversight of voting to amend bylaws as described in Section 4.1 below.
  - b. Vice-Chair responsibilities will include but not be limited to:
    - i. Assumption of Chair responsibilities if for any reason the committee chair cannot complete their term or is not available for a scheduled meeting;
    - ii. Initiation and supervision of periodic review of departmental RPT guidelines as outlined in Section 3.3 below.
  - c. Secretary responsibilities will include but not be limited to:
    - i. Review and revision of DASNR RPT committee recommendation letters for RPT actions;

ii. Ensuring recommendation letters are available for committee member signatures.

4. **AFC Liason.** The DASNR Faculty Council (AFC) serves as a representative body for faculty of DASNR. A liasion from the AFC will be elected at the first fall meeting of the AFC each year. Serving as a member of the DASNR RPT Committee will not preclude an AFC member from serving as liasion to the DASNR RPT Committee. The purpose of the AFC liasion to the DASNR RPT Committee is to: i.) communicate committee activities to DASNR faculty via the AFC and ii.) communicate faculty concerns routed through the AFC to the DASNR RPT Committee.

### **Sec. 3. Functions**

1. The DASNR RPT Committee will examine the documentation provided by the faculty member, the standards that have been adopted by the department, the external review letters, annual appraisal/review documentation, and the statements or recommendations provided by the departmental RPT committee and department head for fairness in procedure and review at the department level and for consistency within DASNR. This review will occur after departmental RPT review but prior to review by the DASNR Dean. After review, the DASNR RPT Committee will provide a written opinion to the Dean that indicates whether there was fairness in procedure and review for the personnel action being considered. If there is a divergence of opinion within the committee, both majority and minority opinions shall be indicated within a single recommendation letter. The recommendation letter will include space for each committee member to sign. Any member not signing the recommendation letter will be indicated by the word "Abstain" written in the signature line by committee leadership.
2. In the event of a disagreement between any of the parties involved in an RPT action the DASNR RPT Committee may be requested to provide advisory input regarding the academic merit of RPT documentation of a candidate. This review can be apart from, or in addition to, the processes established by the University Grievance Policy and can be requested by the faculty member submitting RPT documentation or DASNR administration.
3. The DASNR RPT Committee will regularly review and evaluate departmental RPT policies and procedures documents for consistency with the Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University. The committee will also review departmental RPT policies (including those applying to Assistant, Associate, full, Regents', and special professorships) for clarity, consistency, and fairness.

### **Section 4. Adoption and amendment of bylaws**

1. Changes in the DASNR RPT Committee bylaws can be initiated by the committee or by a petition of the faculty, which will require a statement of the proposed change and signatures of at least 20 DASNR tenure-track faculty members. Amendments to the bylaws will require a 2/3-majority vote of those responding to the online ballot.

The DASNR RPT Committee bylaws were approved by a vote of the DASNR faculty on 10/24/2014; by Dr. Thomas Coon, Vice President, Dean and Director of the OSU Division of Agricultural Sciences and Natural Resources on 10/30/2014; and Dr. Gary Sandefur, Provost and Senior Vice President of OSU Academic affairs on 11/05/2014.